

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN

PRO-SE CHECKLIST



Bankruptcy has long-term financial and legal consequences – hiring a competent attorney is strongly recommended. Should you choose to proceed without an attorney, it is recommended that you visit our website, <http://www.miw.uscourts.gov/> and review our information for Debtors.

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN

CHAPTER 7 PRO SE FILER DOCUMENT CHECKLIST

BEFORE YOU FILE:

☐ **Certificate of Credit Counseling**

Must be completed within 180 days BEFORE the filing of your Bankruptcy case. For a list of approved agencies, see <http://www.usdoj.gov/ust/eo/bapcpa/ccde/index.htm>

WHEN YOU FILE:

Free Bankruptcy Forms are available from two website locations:

Official Forms: <http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx>

Local Forms: <http://www.miw.uscourts.gov/forms/all-forms>

FORMS

- ☐ Voluntary Petition (Official Form B1)
- ☐ Exhibit D to the Voluntary Petition (Official Form B1D)
- ☐ Summary of Schedules (Official Form B6)
- ☐ Statistical Summary of Certain Liabilities (Official Form B6)
- ☐ Schedules A – B – C – D – E – F – G – H – I – J (Official Forms B6A – B6J)
- ☐ Declaration Concerning Debtor's Schedules (Official Form B6)
- ☐ Statement of Financial Affairs (Official Form B7)
- ☐ Chapter 7 Statement of Your Current Monthly Income (Official Form B22A-1)
- ☐ Chapter 7 Means Test Calculation (Official Form B22A-2), *if applicable*
- ☐ Statement of Social Security Number (Official Form B21)
- ☐ Notice to Individual Consumer Debtor (Official Form B201A)
- ☐ Certification of Notice to Individual Consumer Debtors (Official Form B201B)
- ☐ Disclosure of Compensation of Bankruptcy Petition Preparer (Official Form B280), *if applicable*
- ☐ Asset Protection Report (Local Form)
- ☐ Verification of Mailing Matrix (Local Form)
- ☐ Creditor Mailing Matrix - refer to our Matrix Maker at:
<http://www.miw.uscourts.gov/creating-creditor-mailing-matrix>

PAYMENT

- ☐ Filing Fee OR
- ☐ Application and Order to Pay Filing Fee in Installments (Official Form B3A) OR
- ☐ Application for Waiver of Ch 7 Filing Fee (Official Form B3B)

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN

CHAPTER 11 PRO SE FILER DOCUMENT CHECKLIST - *for individuals*

BEFORE YOU FILE:

☐ **Certificate of Credit Counseling**

Must be completed within 180 days BEFORE the filing of your Bankruptcy case. For a list of approved agencies, see <http://www.usdoj.gov/ust/eo/bapcpa/ccde/index.htm>

WHEN YOU FILE:

Free Bankruptcy Forms are available from two website locations:

Official Forms: <http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx>

Local Forms: <http://www.miw.uscourts.gov/forms/all-forms>

FORMS

- ☐ Voluntary Petition (Official Form B1)
- ☐ Exhibit A to the Voluntary Petition (Official Form B1A)
- ☐ Exhibit D to the Voluntary Petition (Official Form B1D)
- ☐ List of Creditors Holding 20 Largest Unsecured Claims (Official Form B4)
- ☐ Summary of Schedules (Official Form B6)
- ☐ Statistical Summary of Certain Liabilities (Official Form B6)
- ☐ Schedules A – B – C – D – E – F – G – H – I – J (Official Forms B6A – B6J)
- ☐ Declaration Concerning Debtor's Schedules (Official Form B6)
- ☐ Statement of Financial Affairs (Official Form B7)
- ☐ Chapter 11 Statement of Your Current Monthly Income (Official Form B22B)
- ☐ Statement of Social Security Number (Official Form B21)
- ☐ Notice to Individual Consumer Debtor (Official Form B201A)
- ☐ Certification of Notice to Individual Consumer Debtors (Official Form B201B)
- ☐ Disclosure of Compensation of Bankruptcy Petition Preparer (Official Form B280), *if applicable*
- ☐ Verification of Mailing Matrix (Local Form)
- ☐ Creditor Mailing Matrix - refer to our Matrix Maker at:
<http://www.miw.uscourts.gov/creating-creditor-mailing-matrix>

PAYMENT

- ☐ Filing Fee OR
- ☐ Application and Order to Pay Filing Fee in Installments (Official Form B3A) OR

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN

CHAPTER 12 PRO SE FILER DOCUMENT CHECKLIST - *for individuals*

BEFORE YOU FILE:

☐ **Certificate of Credit Counseling**

Must be completed within 180 days BEFORE the filing of your Bankruptcy case. For a list of approved agencies, see <http://www.usdoj.gov/ust/eo/bapcpa/ccde/index.htm>

WHEN YOU FILE:

Free Bankruptcy Forms are available from two website locations:

Official Forms: <http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx>

Local Forms: <http://www.miwb.uscourts.gov/forms/all-forms>

FORMS

- ☐ Voluntary Petition (Official Form B1)
- ☐ Exhibit D to the Voluntary Petition (Official Form B1D)
- ☐ Summary of Schedules (Official Form B6)
- ☐ Statistical Summary of Certain Liabilities (Official Form B6)
- ☐ Schedules A – B – C – D – E – F – G – H – I – J (Official Forms B6A – B6J)
- ☐ Declaration Concerning Debtor's Schedules (Official Form B6)
- ☐ Statement of Financial Affairs (Official Form B7)
- ☐ Statement of Social Security Number (Official Form B21)
- ☐ Notice to Individual Consumer Debtor (Official Form B201A)
- ☐ Certification of Notice to Individual Consumer Debtors (Official Form B201B)
- ☐ Disclosure of Compensation of Bankruptcy Petition Preparer (Official Form B280), *if applicable*
- ☐ Verification of Mailing Matrix (Local Form)
- ☐ Creditor Mailing Matrix - refer to our Matrix Maker at:
<http://www.miwb.uscourts.gov/creating-creditor-mailing-matrix>
- ☐ Chapter 12 Plan

PAYMENT

- ☐ Filing Fee OR
- ☐ Application and Order to Pay Filing Fee in Installments (Official Form B3A)

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN

CHAPTER 13 PRO SE FILER DOCUMENT CHECKLIST

BEFORE YOU FILE:

☐ **Certificate of Credit Counseling**

Must be completed within 180 days BEFORE the filing of your Bankruptcy case. For a list of approved agencies, see <http://www.usdoj.gov/ust/eo/bapcpa/ccde/index.htm>

WHEN YOU FILE:

Free Bankruptcy Forms are available from two website locations:

Official Forms: <http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx>

Local Forms: <http://www.miw.uscourts.gov/forms/all-forms>

FORMS

- ☐ Voluntary Petition (Official Form B1)
- ☐ Exhibit D to the Voluntary Petition (Official Form B1D)
- ☐ Summary of Schedules (Official Form B6)
- ☐ Statistical Summary of Certain Liabilities (Official Form B6)
- ☐ Schedules A – B – C – D – E – F – G – H – I – J (Official Forms B6A – B6J)
- ☐ Declaration Concerning Debtor's Schedules (Official Form B6)
- ☐ Statement of Financial Affairs (Official Form B7)
- ☐ Stmt of Current Monthly Income & Calculation of Commitment Period (Official Form B22C-1)
- ☐ Chapter 13 Calculation of Your Disposable Income (Official Form B22C-2)
- ☐ Statement of Social Security Number (Official Form B21)
- ☐ Notice to Individual Consumer Debtor (Official Form B201A)
- ☐ Certification of Notice to Individual Consumer Debtors (Official Form B201B)
- ☐ Disclosure of Compensation of Bankruptcy Petition Preparer (Official Form B280), *if applicable*
- ☐ Verification of Mailing Matrix (Local Form)
- ☐ Creditor Mailing Matrix - refer to our Matrix Maker at:
<http://www.miw.uscourts.gov/creating-creditor-mailing-matrix>
- ☐ Chapter 13 Plan - a model plan can be found on the Chapter 13 Trustee's websites:
<http://www.13network.com/trustees/kal/kalhome.asp>
http://www.rodgersch13.com/index.php?option=com_content&view=article&id=5&Itemid=5

PAYMENT

- ☐ Filing Fee OR
- ☐ Application and Order to Pay Filing Fee in Installments (Official Form B3A)